

JOB DESCRIPTION

Finance Manager

Purpose

The Finance Manager is a senior role in the Finance Department. The role has the following core functions:

1. To provide the Finance Department and the Heads of Departments with factual based data analytics and recommendations to facilitate decision making processes regarding business change and development.
2. To facilitate implementation of enhanced business performance monitoring systems
3. To ensure small to medium sized projects are efficiently managed within agreed time frames and budgets.
4. To provide key input regarding optimized business structures
5. To ensure strategic action plans are properly documented and milestone monitoring is effectively embedded entity wide

Role Dimensions

- Reports to: Chief Financial Officer (CFO)
- Department: Finance
- Job Level: M1
- Location: Head Office, Port Moresby
- Direct Reports: Chief Financial Officer (CFO)
- Internal Relationships: Finance Department CFO/Head of Finance/Accountant/ Executive and Department Heads
- External Relationships: Bank of Papua New Guinea, Commercial Banks, Statutory Authorities

Person Specifications

- University qualification in Commerce/Business Management. CPA preferred. An MBA qualification would be advantageous.
- Demonstrated leadership qualities including the ability to motivate others and work flexible hours during busy periods.
- Good working knowledge of banking and finance practices and procedures, plus knowledge of the Banking/Finance market would be seen as desirable.

Competencies & Skills Required:

- Highly organized and methodical
- Planning and organizational skills
- Interpersonal sensitivity
- Problem solving and analytical.
- Cost conscious and profit focused.
- Action oriented, personal motivation and high energy level
- Commercial awareness
- Ability to manage senior staff communicated tasks.
- Oral and written communication
- Computer literate in MS Word and Excel
- Appropriate commercial tertiary qualifications
- Demonstrated and proven corporate co-ordination experience.
- Team orientated.

Leadership Competencies

- Lead by example and motivate and encourage staff to achieve targets whilst remaining empathetic and professional.
- Priority setting and delegation as appropriate.

- Good working knowledge of administration, finance, budgeting and office practices and procedures. Knowledge of the Banking/Licensed Financial Institutions market and relevant legislation would be an advantage.
- Record of successfully co-ordinating a multiple set of varying tasks and meeting deadlines.
- Experience in preparation and analysis of financial management reports.
- Proven ability to work as a part of a team, lead and train staff to promote the achievement of company-wide targets.
- Well organized, standardized work style and the ability to prioritize and manage time.
- Excellent interpersonal and written communication skills including the ability to collate information and write concise reports.
- Competent in the use of computer software such as Microsoft Word, Excel, and PowerPoint. Exposure to Banking/Financial software packages desirable.
- 10 years' experience in Financial and Management Accounting reporting and budgeting.
- Professional ethics and pride in personal appearance and work standard.

- Lead and influence others, including those that are not direct reports, managing upwards as necessary.

Personal Attributes

- Relevant industry experience in Finance/Banking office administration.
- Ability to earn respect and share ideas.
- Adaptable to a changing environment.
- Willingness to learn and achieve results under strict deadlines.
- Honesty and integrity
- Strategy-minded: Should have the ability to learn and understand all aspects of the business and be able to develop and implement strategies that align with the company's goals.
- Proactivity: Be proactive and take the initiative to identify and solve problems before they arise.
- Analytical skills: Strong analytical skills to interpret financial data and make informed decisions.
- Team-oriented: Be able to work collaboratively with other departments and teams to achieve common goals.
- Communication skills: Be able to communicate effectively with stakeholders, including senior management, investors and employees.
- Coaching and mentoring: Be able to coach and mentor team members to help them develop their skills and achieve their goals.

Role Specific Areas of Responsibility

<p>Analytics and Performance Management</p>	<ul style="list-style-type: none"> • Develop Financial Modelling Including 2-to-5-year forecasts. • Co-ordinate the preparation of the annual budget process and department budgets to ensure departments are adequately resourced. • Analyze product and branch profitability on a monthly basis. • Provide assistance to the Head of Finance (HOF) as directed, including internal and external reporting. • Provide assistance to the Finance Department staff for completion of monthly and quarterly BPNG reports. • Assist the Head of finance with preparing month-end emPOWER/finPOWER reports. • Provide assistance to the HOF in the absence of the CFO where appropriate. • Co-ordinate the preparation and investigation of the monthly business unit Budget Variance Reports. • Assist Finance Department with development of standard financial services reporting templates (including monthly management accounts) • Develop management reports from the new GL Accounting Software when selected. • Cover for the HOF when the HOF is absent on leave. • Co-ordinate the review and re-writing, if required, the Finance Department procedures and policies at least once per year. • Check payment vouchers and process online payment of supplier payments, loan disbursements and ad-hoc payments. • Assist the HOF on special projects and reports as required.
<p>Business Efficiency and Effectiveness</p>	<ul style="list-style-type: none"> • Assist the CFO/HOF/Accountant complete month-end reporting to ensure internal and external reporting is completed correctly and before the target dates. • Drive improvements to the annual budgeting process by minimizing the time spent by the Department Manager preparing comprehensive the annual capital, income, and expense budgets. • Liaise closely with Department Managers to identify cost overruns and potential cost savings to ensure annual expenses are under the FY annual budget. • Assist business units in articulating resource requirement as per the monthly budget.
<p>Strategy and Structure</p>	<ul style="list-style-type: none"> • Co-ordinate preparation of the annual Capex and Opex budgets for all departments and branches. • Ensure monthly/annual reporting procedures are documented in the Finance Manual. • Ensure individual monthly and annual tasks are efficiently communicated to departmental managers. • Monitor and report to the CFO/HOF on key monthly and annual achievement of targets. • Actively participate in implementation of improvement of operational and reporting efficiency. • Co-ordinate information gathering process required to prepare annual department budgets.

Administration &
People
Management

- Demonstrate management effectiveness that inspires confidence, and promotes teamwork, respect and professional working relationship with employees at head office and branches.
- Ensure all company policies and procedures are adhered to.
- Provide day-to-day support to staff organization wide to ensure the organization operates efficiently.
- Ensure change management company with a profit focus is optimized